SUBJECT: Updated Guidance on Telework Flexibilities

PURPOSE: Provide installation NAF HROs updated guidance on telework flexibilities applicable to current NAF Employees in accordance with applicable references provided.

SYNOPSIS:

- On March 12, 2020, the Acting Director, OMB, signed the attached memorandum providing civilian personnel policy guidance in response to the coronavirus disease 2019 (COVID-19). The guidance encourages agencies to maximize telework flexibilities to eligible workers within the populations that the CDC has identified as being at higher risk for COVID-19. Agencies are also encouraged to grant weather and safety leave to employees who are at higher risk as identified by the CDC.
- If DoD Components have questions or concerns about COVID-19, please use the new DCPAS Emergency Preparedness email: dodhra.mc-alex.dcpas.list.emergency-preparedness@mail.mil. DCPAS will coordinate all DoD questions and concerns with the Office of Personnel Management, as appropriate, and provide a response to the entire DoD enterprise.
- All Federal Executive Branch departments and agencies are encouraged to maximize telework flexibilities to eligible workers within those populations that the Centers for Disease Control and Prevention (CDC) has identified as being at higher risk for serious complications from COVID-19 (CDC High Risk Complications) and to CDC-identified special populations including pregnant women (CDC Special Populations). These CDC-identified populations include older adults and individuals who have chronic health conditions, such as high blood pressure, heart disease, diabetes, lung disease or compromised immune systems. Agencies do not need to require certification by a medical professional, and may accept self-identification by employees that they are in one of these populations. Additionally, agencies are encouraged to consult with local public health officials and the CDC about whether to extend telework flexibilities more broadly to all eligible teleworkers in areas in which either such local officials or the CDC have determined there is community spread. Agencies are also encouraged to extend telework flexibilities more broadly to accommodate state and local responses to the outbreak, including, but not limited to, school closures.
- Departments and agencies are further encouraged to approve leave for safety reasons to employees who are at higher risk as identified by the CDC and not telework eligible. Federal Executive Branch departments and agencies may also grant weather and safety leave due to a “condition that prevents the employee or group of employees from safely traveling to or performing work at an approved location” (5 U.S.C. § 6329c(b). Because COVID-19 prevents employees who are at higher risk from safely travelling to or performing work at an approved location. Agencies may grant employees safety leave under 5 U.S.C. § 6329c(b) at the agencies
discretion. In determining telework and leave decisions, agencies should consider the mission-critical nature of their work.

- This HRD contains new approved updated guidance and will be posted on the AFSVC Portal

INSTRUCTIONS:

- Review attached Civil Personnel Guidance Questions and Answers for Novel Coronavirus
- Review DCPAS message 2020023, Updated Guidance on Telework Flexibilities

ATTACHMENTS INCLUDED:

[PDF] DCPAS Message 2020023 - COVID-19
[PDF] Civil Personnel Guidance Questions